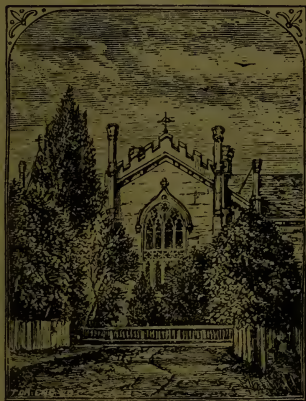


Church of the Holy Trinity,
TORONTO.



BY-LAWS
AND
ORDER OF BUSINESS,

*Regulating the Duties of Standing Committees and
the Procedure of Meetings of the Vestry, etc.*

Toronto :

T. Hill & Son, Caxton Press, corner King and Jarvis Streets.

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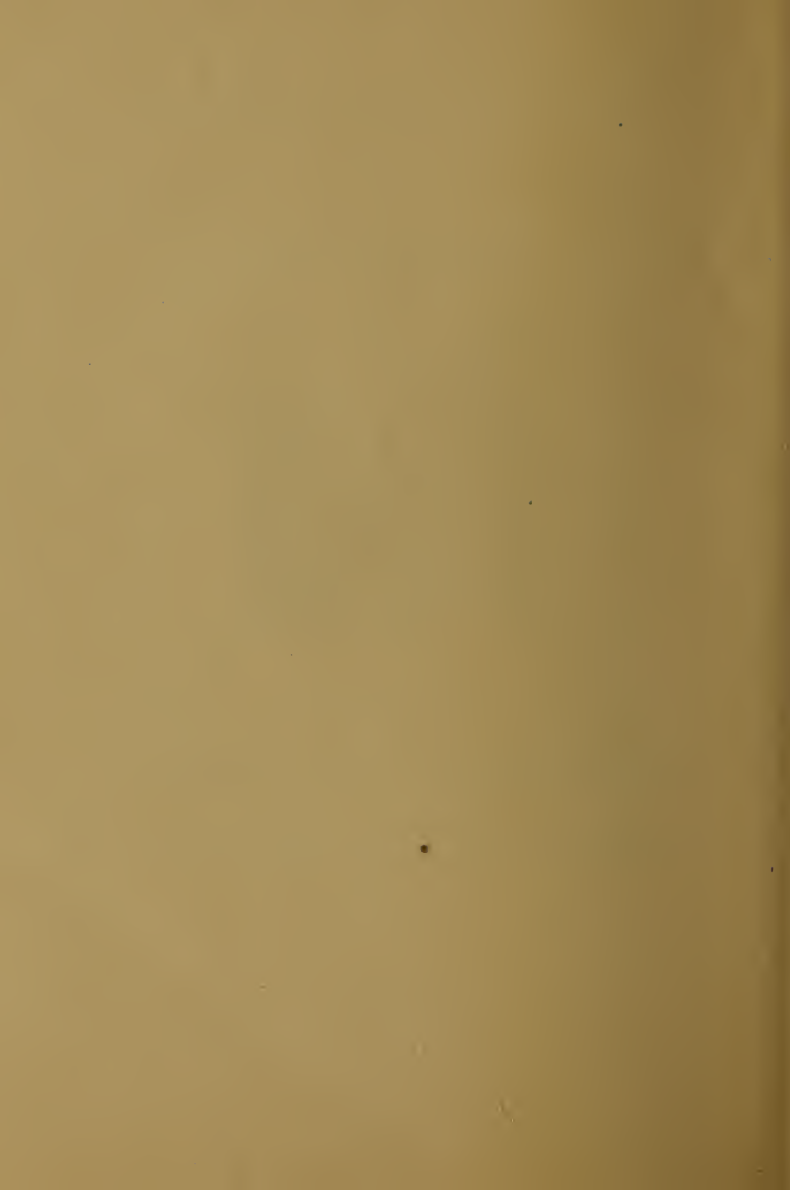
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Report of the Committee appointed to frame By-Laws and Order of Business.

The Committee appointed to frame By-Laws for regulating the duties of the various Standing Committees of this Vestry, and to frame an Order of Business to be adopted at the meetings of this Vestry, has met and considered the subject referred to it, and has passed By-Laws and an Order of Business which are hereto annexed.

The Committee was also of opinion that it is desirable that By-Laws on two other matters, not covered by the resolution of the Vestry, should also be adopted. These are (1) in reference to the Estimates, as to which the Committee refers to S. III. s. s. 12, of the Churchwardens' Manual of the Synod of this Diocese: and (2) in reference to the Counting of the Offertory Collections; as to which the Committee refers to S. IV. s. s. 4, of the Manual above referred to. The Committee has prepared By-Laws on these subjects, which are annexed.

All of which is respectfully submitted.

GEO. S. HOLMESTED,

On behalf of the Committee.

WHEREAS, by the Church Temporalities Act (S. 15), and the Ninth Canon of the Synod of the Diocese of Toronto, it is provided that members of Vestries may make By-Laws for the regulation of their proceedings, and the management of the temporalities of the Church or Parish in which they belong, which are not repugnant to the said Act, nor contrary to the Canons of the Church of England:

Be it therefore enacted by the members of the Vestry of the Church of the Holy Trinity, in the City of Toronto, as follows :

Committees appointed by the Vestry, their duty, &c.

1. The Churchwardens shall, *ex officio*, be members of all Committees appointed by the Vestry.

2. It shall be the duty of the Vestry Clerk (or in case there be no Vestry Clerk, then of the Churchwardens) within one month after the appointment of any Committee by the Vestry, to summon a meeting of such Committee.

3. At the first meeting of the Committee, a Chairman shall be appointed, whose duty it shall be to preside at all meetings of the Committee at which he is present; to see that the business for which the Committee is appointed is regularly and systematically prosecuted from time to time as may be necessary; to summon all future meetings of the Committee; and to see that a report of the Committee is duly presented to the Vestry at its next annual meeting, or at such other time as may have been appointed by the Vestry.

4. *Quorum*. In all Committees appointed by the Vestry, the following proportions of the members of such Committees shall constitute a quorum for the transaction of the business of such Committees, viz. :

In a Committee of two or three, two shall be a quorum.

In a Committee of from four to nine, three shall be a quorum.

In a Committee of nine or more, one-third of the total number (and if the number of the Committee is not equally divisible by 3, then one-third of that number nearest to the number of the Committee, which is equally divisible by 3,) shall be a quorum.

5. At the first meeting of a Committee, the time or times for the future meetings, if any, of the Committee, at periodical intervals or otherwise as may be requisite, shall be appointed.

6. Due notice of the meeting of a Committee shall be given to the Churchwardens by the person calling the same ; and if such meeting is appointed to take place at the Vestry or School House, the Churchwardens shall give the necessary directions to the Sexton for the accommodation of the Committee.

Envelope Committee.

7. The Churchwardens shall furnish to the Envelope Committee, at its first meeting, a list of the names of all persons then on the roll of Contributors through the Envelopes ; and also a list of all persons known to the Churchwardens attending the Church to whom they think application should be made to become Contributors through the Envelopes.

8. The Committee shall apply to the Clergy for any further information that may be requisite for the purpose of procuring additional Contributors on the Envelope System.

9. The Committee shall by personal application, or by circulars sent to individuals or distributed through the Church from time to time, endeavour to increase the number of Contributors through the Envelopes.

10. No circular shall be printed or distributed by the Envelope Committee without the consent and approval in writing of the Rector and Churchwardens.

Finance Committee.

11. It shall be the duty of the Finance Committee to advise the Churchwardens with regard to the financial affairs of the Church, and devise in concert with them any measures which may in their judgment be necessary for maintaining the financial affairs of the Church in a satisfactory condition ; and no extraordinary pecuniary obligation

or liability shall be undertaken or incurred by the Churchwardens on behalf of the Vestry or Congregation without the concurrence of the Finance Committee, unless the same shall have been sanctioned by the Vestry.

The Auditors.

12. The Auditors appointed by the Vestry shall duly audit the accounts of the Churchwardens ; and it shall be the duty of the Auditors to report not only as to the vouchers of the accounts, but also as to whether the expenditure has been duly authorized. The Auditors shall also certify to the Inventory of the Church property in the possession of the Churchwardens.—(*See Churchwardens' Manual, Cl. 9*)

Endowment and Advisory Committee.

13. It shall be the duty of the Endowment and Advisory Committee, with the concurrence of the Rector, to take such steps as may be necessary to secure the due and permanent investment of any moneys belonging to the Endowment Fund of this Church, and to make an annual inspection of all the property and securities belonging to the Rectory and Parish.

Expenses of Committees.

14. All expenses necessarily incurred by Committees with the consent of the Churchwardens shall be defrayed by the Churchwardens out of the general revenue of the Church. But no extraordinary expenditure shall be incurred by any Committee without the authority of the Vestry.

Order of Business.

15. All meetings of the Vestry shall be opened with prayer to be offered by the Chairman ; all members of the Vestry present reverently standing or kneeling.

The proceedings shall be closed in like manner, by the Chairman saying the Grace.

At the Annual Meeting of the Vestry, the following Order of Business shall be observed :

(1). The appointment of a member of the Vestry, to act as Vestry Clerk, by the Chairman, in case any Vestry Clerk appointed by the Churchwardens be not in attendance, or in case no such appointment shall have been made by them.

(2). Calling Roll.

(3). The minutes of previous meetings shall be read and approved (subject to any alteration which may be found necessary).

(4). The reading and disposal of any communications to the Vestry.

(5). The Report of the Churchwardens, including their Financial Statement, shall be read, considered, and disposed of.

(6). The Estimates for the ensuing year shall then be read, considered, and disposed of.

(7). The reports of the various Committees required to be presented at such meeting shall be read, considered, and disposed of, in the order in which the Churchwardens shall think fit.

(8). The Election of Officers for the Ensuing Year, in the following order :

(1). Nomination of Warden by the Rector.

(2). The Election of a Warden or Wardens by the Vestry.

(3). The Election of Sidesmen.

(4). The Election of Auditors.

(5). The Election of Assessors.

(6). The Appointment of Committees.

(1). Finance Committee.

(2). Envelope Committee.

(3). Endowment and Advisory Committee.

(4). Any other Committees.

(9). General business not otherwise provided for.

The Rules of Order to be observed at all Meetings of the Vestry, as to all matters not hereby otherwise provided for, shall be as nearly as may be in accordance with the rules governing Parliamentary procedure, so far as the same are applicable thereto.

The Ruling of the Chairman on any point of order shall be subject to an appeal to the meeting, but shall not be reversed or varied unless there be two-thirds of the members present in favour of such reversal or variation.

Estimates.

16. It shall be the duty of the out-going Churchwardens to lay before the Easter Vestry meeting an Estimate of the sums required for carrying on the work of the Church, and any other necessary expenditure required to be incurred during the ensuing year ; and also a statement of the sources from which the means are to be derived ; and such Estimates may be increased or decreased, or otherwise varied, as the Vestry shall think fit : and the Estimates as adopted by the Vestry shall control the expenditure of the Churchwardens, and no further expense shall be incurred without the authority of the Vestry.

Counting of Offertory Collections.

17. In case the provisions of Section IV., Clause 4, of the Churchwardens' Manual, regarding the counting of collections of any offertory, cannot for any reason be complied with, such collection shall be placed in a bag and sealed with a seal to be provided for the purpose, and such bag shall be opened and the contents of the same counted, and entered in the books, so soon thereafter as shall be convenient, by the Wardens in the presence of each other, or by one of the Wardens in presence of any other member of the Vestry.

